

FTR Log Notes

Description		
CSC regular Meeting		
Date	Location	
11/28/2012	Civil Service Commission	
Time	Speaker	Note
8:25:41 AM	test	test sound equipment
9:02:01 AM	Item 1: Call to Order/Flag Salute/Roll Call	4-0-1 Jay Salter absent - vacation
9:02:50 AM	Item 2: Public Comment Period	none-
9:03:14 AM	Item 3: Approval of Minutes -	BT - 1 , AC - 2 apprv with amendment* add: final action
9:05:07 AM	Item 4a, b:	no pres time, no Comm Counsel time
9:06:51 AM	Item 4c: Outside Counsel	Steve Simas, Comm Outside Counsel. Training Overview - Power Point (attach link to minutes) *
9:18:36 AM	Bob Bergman	Commented, re: Subpoenas
9:18:52 AM	Steve Simas	Cont'd presentation, section Anatomy of a Disciplinary Action
9:19:39 AM	Bob Bergman	commented, suggested including focus on timing in training
9:20:08 AM	Steve Simas	Cont'd presentation, same section
9:24:07 AM	Jeannie Nix	commented
9:24:20 AM	Tami Douglas-Schatz	answered President Nix re: training. no formal action needed.
9:24:45 AM	Tim McNulty	No need for formal action on substance of program or how it is presented
9:25:01 AM	Jeannie Nix	All - complimented Mr. Simas on excellent presentation, future benefit
9:25:38 AM	Simas	commented - email with any questions or feedback re: training - work in progress.
9:25:42 AM	Jeannie Nix	Opened public comment
9:25:48 AM	Kimm Daniels	January 16-18, 2013 conference SLOCEA - unavailable. Would like it scheduled another day so she can attend.
9:26:35 AM	Tami Douglas-Schatz	Agreed
9:26:41 AM	Jeannie Nix	Closed Public Comment re: training presentaion
9:26:54 AM	Item 4d: Subcommittee	Bill - none
9:27:10 AM	Item 4e: Secty Report	ref Staff Report re: approved letter to BOS and neither Suprvsr Gibson or mecham were opposed to disbandment
9:28:19 AM	Bill Tappan	commented on disbandment made moton. BT - 1, AC- 2 carried 4-0-1 (jay absent)
9:28:49 AM	Jeannie Nix	opened public comment re: disbandment of ad hoc work group. none. closed.
9:30:03 AM	Tami Douglas-Schatz	take spec's out of order. item 6 first, JN ok.
9:30:18 AM	Item 6: Job Specs New/ Jeannie Nix	Health Ed Spec - Ken Tasseff HR Analyst, Kathleen Karle - added distinguishing characteristics, add'l duties specific to the position.
9:33:25 AM	Jeannie Nix	asked Kathleen Carley re: reason for new job spec.
9:33:53 AM	Kathleen Carley	explained why the new job spec is needed
9:34:23 AM	Jeannie Nix	ref to org chart
9:34:32 AM	Kathleen Carley	mandated by grant to add the program mgr position
9:35:09 AM	Jeannie Nix	clarified whether the position is specific to tobacco or open/ Ms. Carley noted it will be open
9:35:36 AM	Bob Bergman	asked if part of career series
9:35:48 AM	Ken Tasseff	no, the Lead would provide day to day work direction to other HES. level btn suprvsor and line staff. Will be doing Dept Promo recruitment. explained after CSC approval then go to BOS for setting salary.
9:38:14 AM	Kathleen Carley	converting existing to lead , not adding a position.
9:38:35 AM	Art Chapman	6a-4 under disting char for lead on line 21 - advanced journey level (add word: JOURNE
9:40:51 AM	Bill/ Jeannie	6a-6, 6a-8 line 24 asked why sub no longer allowed?
9:42:18 AM	Kathleen Karle	explained why education is important for position
9:44:47 AM	Ken Tasseff	explained to Mr. Chapman re: terms not defined.

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<u>9:45:10 AM</u>	Jeannie Nix	asked about what dept. goes with this spec
<u>9:45:53 AM</u>	Ken/ Kathleen	look to spec to customize for other depts.
<u>9:46:11 AM</u>	Art / Jeannie	clarified whether applicant pool is limited to County -- Mr. Tasseff explained current is DPO but future could be open to the public.
<u>9:48:48 AM</u>	Art Chapman	At discretion of dept. whether they open recr to public or just dept/ county.
<u>9:49:28 AM</u>	Jeannie Nix	Any other Qs? Public Comment? none. closed.
<u>9:50:00 AM</u>	Jeannie Nix	approved as revised AC - 1, BB - 2, 4-0-1 (JS absent)
<u>9:50:44 AM</u>	Break	10 min.
<u>10:01:19 AM</u>	Item 5a: Admin Svcs Mgr	Emily Rutter, HR Analyst. ref 5a-3 and explained the revisions. Also answered Mr. Bergman's question that the position is Countywide.
<u>10:03:34 AM</u>	Jeannie Nix	Clarified spec with Ms. Rutter
<u>10:05:48 AM</u>	Bill Tappan	Asked Ms. Rutter re: change in accounting units requirement. She explained.
<u>10:07:29 AM</u>	Tami Douglas-Schatz	emphasized that some ASM's don't have a fiscal emphasis. Previously a prohibitive MQ.
<u>10:10:17 AM</u>	Art Chapman	5a-5 line 139 - what is meant ? sugg re-org wording
<u>10:11:17 AM</u>	Jeannie Nix	commented on why the accounting was added to begin with, commented she was glad to see it is being revised. Accomplished the theme that we want: to have job specs as broad based as possible under Tami's leadership.
<u>10:13:08 AM</u>	Emily Rutter	Commented that she did get feedback from Jim Erb at Auditors on this as well.
<u>10:13:48 AM</u>	Jeannie Nix	opened pc, none. closed.
<u>10:14:19 AM</u>	Bob Bergman	motion to approve as rev (ASM) 2nd by Mr. Tappan 4-0-1 (Jay absent)
<u>10:15:42 AM</u>	Emily Rutter	Kirk Kidwell here, Laurie Shiffar, Daina Leary from Assessor's Office. ref to 5B9 - org chart - replacement handed out 5B-1 though 5B-7*(attach to minutes).
<u>10:21:34 AM</u>	Jeannie Nix	ref org chart on 5B-9 and asked about intention
<u>10:22:26 AM</u>	Emily Rutter	explained direction of the position in the organization.
<u>10:24:20 AM</u>	Jeannie Nix	no other Qs from CSC pub comment: none. closed.
<u>10:24:57 AM</u>	Bill Tappan	motion to approve as written, assessment mgr. 2nd by Mr. Bergman. 4-0-1 (Jay absent)
<u>10:25:29 AM</u>	Emily Rutter	Emily Rutter, introduced Natalie Walter - DSS Job Spec rev. to Soc Worker I, II, III, IV -
<u>10:29:57 AM</u>	Bob Bergman	Asked Ms. Rutter re: pay levels
<u>10:31:12 AM</u>	Natalie Walter	Historically, Masters Degree come in as a SW IV. Now all hired as SWI level. Education Programs offered to existing ee's.
<u>10:33:09 AM</u>	Bill Tappan	asked if same workforce available? Ms. Rutter explained the options. Ms. Walter added how schools have changed.
<u>10:34:56 AM</u>	Ms. Rutter	discussed internship options with Mr. Tappan.
<u>10:35:20 AM</u>	Mr. Bergman	Commented/ agreed Soc Worker education
<u>10:35:41 AM</u>	Jeannie Nix/ Bill Tappan	and Mr. Bergman agreed that internship should be spelled out in MQ's. Art explaine that "Job experience" defines this...doesn't say it has to be paid experience.
<u>10:38:34 AM</u>	Ms. Rutter	All other spec's do not specify "internships included" so to be consistent, job related experience covers that. Concerned about adding the "internship" wording to this spec only.
<u>10:39:47 AM</u>	Mr. Chapman	standard for specs/ Ms. Walter gave example.
<u>10:40:53 AM</u>	Tami Douglas-Schatz	Can add to recruitment info, but changing the spec is not neccesary. Not risking being inconsistent.
<u>10:41:45 AM</u>	Natalie Walter	commented that applicants are well educated on the value of internships
<u>10:43:11 AM</u>	Jeannie Nix	satisfied that HR has system and DSS has internships, many times hire interns
<u>10:43:48 AM</u>	Mr. Chapman	Q re: terminology as related to Soc Worker III spec job level 5c-3,4 line 34,57 definitions. What does journey-level mean/ how have levels been described? "advanced-level"
<u>10:47:25 AM</u>	Tami Douglas-Schatz	commented
<u>10:50:01 AM</u>	Dori Duke	Deputy HR Director. Commented on definitions of levels.
<u>10:51:19 AM</u>	Art Chapman	commented

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<u>10:51:55 AM</u>	Bob Bergman	described past experience with this topic.
<u>10:52:20 AM</u>	Bill Tappan	asked how many other series have IV?
<u>10:52:35 AM</u>	Tami Douglas-Schatz	CoCo, DA - highly educated levels - a way to recognize increasing level of expertise.
<u>10:53:03 AM</u>	Dori Duke	takes time to get to that level of expertise. Natalie Walter.
<u>10:54:00 AM</u>	CSC	suggested leaving it as "highest" and then advanced journey level -- so it is consistent with other spec's.
<u>10:54:52 AM</u>	Jeannie Nix	5c-7, education, experience.
<u>10:57:50 AM</u>	Natalie Walter	Answered CSC Q re: level hired normally.
<u>10:59:50 AM</u>	Jeannie Nix	pub comment
<u>10:59:56 AM</u>	Kimm Daniels	SLOCEA GM - Thanked Emily and Natalie for bringing spec revisions. Commented.
<u>11:02:07 AM</u>	natalie walter	Thanked Emily Rutter for her hard work on this spec.
<u>11:02:22 AM</u>	Jeannie Nix	closed pub comment, approve as amended: SW IV "The Highest" or "Most Advanced" -
<u>11:03:53 AM</u>	Tim McNulty - CSC Counsel	5c-4 line 57 this is the highest level position in the series.
<u>11:04:24 AM</u>	Bob Bergman	Made a motion to approve as amended and BT 2nd motion 4-0-1
<u>11:04:53 AM</u>	Jeannie Nix	Adjourned